

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 18

September 16, 2011

**SUBJECT:** PROCEDURES FOR PERSONS WITH A MENTAL ILLNESS; AND  
FIELD NOTEBOOK DIVIDER, INCIDENTS INVOLVING PERSONS  
SUSPECTED OF SUFFERING FROM MENTAL ILLNESS,  
FORM 18.47.00 - REVISED

**EFFECTIVE:** IMMEDIATELY

**PURPOSE:** This Order amends Sections 4/260.10, *Private Persons' Request for Information*; 4/260.15, *Mental Evaluation Unit Notifications*; 4/260.20, *Taking Persons with a Mental Illness Into Custody*; 4/260.25, *Firearms or Other Deadly Weapons in Possession of Persons with a Mental Illness*; 4/260.40, *Transportation of Persons with a Mental Illness - Request for Ambulance*; 4/260.50, *Entering Psychopathic Ward - Guns to be Checked*; 4/260.52, *Person Confined in Psychopathic Ward, Los Angeles County - USC Medical Center - Property Disposition*; 4/260.60, *Apprehension and Transportation Order Service*, and deletes Section 4/260.44, *Dispatching an Ambulance for Persons with a Mental Illness*, from the Department Manual. In addition, this Order revises the Field Notebook Divider, *Incidents Involving Persons Suspected of Suffering from Mental Illness*, Form 18.47.00.

**PROCEDURE:** Attached are the revised Manual Sections regarding the updated procedures for persons with a mental illness, with revisions indicated in italics.

**FORM AVAILABILITY:** A copy of the Field Notebook Divider, *Incidents Involving Persons Suspected of Suffering from Mental Illness*, is attached for immediate use and duplication, and is available in LAPD E-Forms. All other versions of this Notebook Divider shall be marked "obsolete" and placed into the divisional recycling bin. The Department of General Services, Distribution Center, does not possess stock of this Notebook Divider for ordering.

**AMENDMENTS:** This Order amends Sections 4/260.10, 4/260.15, 4/260.20, 4/260.25, 4/260.40, 4/260.50, 4/260.52, 4/260.60; and deletes Section 4/260.44 from the Department Manual.

**MONITORING RESPONSIBILITY:** The Commanding Officer, Detective Support and Vice Division, shall have monitoring responsibility for this directive.

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**AUDIT RESPONSIBILITY:** The Commanding Officer, Internal Audits and Inspections Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.

A handwritten signature in black ink, appearing to be 'C. Beck', written over a horizontal line.

CHARLIE BECK  
Chief of Police

Attachments

DISTRIBUTION "D"

**DEPARTMENT MANUAL**  
**VOLUME IV**  
**Revised by Special Order No. 18, 2011**

**260.10 PRIVATE PERSONS' REQUEST FOR INFORMATION.** Private persons who inquire about treatment of persons with a mental illness or the filing of mental petitions shall be advised to telephone *the City's 311 system and request to speak to an officer assigned to the Mental Evaluation Unit (MEU), Detective Support and Vice Division.*

**260.15 MENTAL EVALUATION UNIT NOTIFICATIONS.** Any incident commander, crisis negotiation team, or officer *who is* in charge of an attempted suicide, barricaded suspect, or hostage incident shall *notify* the Mental Evaluation Unit, Detective Support and Vice Division, for information regarding the involved person.

**260.20 TAKING PERSONS WITH A MENTAL ILLNESS INTO CUSTODY.** When the only reason for detention is the person's suspected mental illness, MEU **shall** be contacted prior to transporting an apparently mentally ill person to any health facility or hospital.

**Exception:** In those situations where the subject is injured and requires immediate medical treatment, MEU shall be contacted after the subject is transported to an appropriate medical facility.

Officers who detain a person with a suspected mental illness that results in the subject being placed on an involuntary hold at a health facility or hospital shall:

- Notify MEU once the subject has been admitted; and,
- Fax a copy of the Application for Mental Evaluation Hold to the MEU.

*When a person is taken into custody for a criminal offense and the person is suspected of having a mental illness, MEU shall be contacted prior to the person being booked. Officers shall also contact MEU if the person indicates that he/she has ever sought or obtained mental health treatment.*

**Note:** *All telephone calls to MEU during off-hours are automatically rolled over to the Real-Time Analysis and Critical Response Division where officers will be provided with assistance.*

*Upon request, uniformed officers shall assist the Lanterman-Petris-Short Act-designated County Psychiatric Mobile Response Teams or the court-designated conservator in the apprehension of persons suffering from a mental illness, or violent mental patients who are being placed on a mental health hold.*

## **260.25 FIREARMS OR OTHER DEADLY WEAPONS IN POSSESSION OF PERSONS WITH A MENTAL ILLNESS.**

**Officer's Responsibilities.** When a person is taken into custody because of his or her mental condition and is in possession of a firearm or other deadly weapon, the firearm or weapon shall be seized and booked as "Evidence," *under the authority of 8102 of the Welfare and Institutions Code (WIC).* Officers shall telephonically notify MEU of the seizure of firearm(s) and be guided by the advice of the investigator on duty.

**Note:** For the purpose of this procedure, "deadly weapon," as used in Sections 8100, 8101, 8102, and 8103 WIC, means any weapon, the possession or concealed carrying of which is prohibited by Section 12020 of the Penal Code.

When the Mental Evaluation Unit (MEU), Detective Support and Vice Division, has verified that a patient with a mental illness, in possession of a weapon, has escaped from a designated mental hospital, the weapon shall be seized and booked as "Evidence" and the patient with a mental illness should be booked for a felony under authority of *8103 (f) (1) WIC.*

Officers having probable cause to believe that a person with a mental illness owns, possesses, or has access to a firearm or any other deadly weapon located inside a residence or any other premises shall, when possible, obtain consent to search for the weapon. If consent cannot be obtained, officers shall contact MEU and be guided by the advice of the investigator on duty.

**Note:** If officers encounter a person with a mental illness they believe to be clearly incapable of providing an informed consent for a search, they shall contact MEU for advice.

A Receipt and Notice of Rights for Confiscated Firearms/Other Deadly Weapons, Form 10.10.05, shall be completed by the officer and given to any person with a mental illness from whom a firearm or other deadly weapon has been seized. Officers shall ensure that a copy of the *Receipt and Notice of Rights for Confiscated Firearms/Other Deadly Weapons* is forwarded to MEU to prevent persons with a mental illness from recovering their firearms or weapons before they have been judged competent to own a firearm or weapon. Additionally, because of the legal complexities of the Welfare and Institutions Code, and in the interest of public safety, officers shall contact MEU for guidance **prior** to taking any person suspected with a mental illness into custody (Manual Section 4/260.20) and prior to releasing a confiscated firearm or weapon to a person with a mental illness.

**260.40 TRANSPORTATION OF PERSONS WITH A MENTAL ILLNESS - REQUEST FOR AMBULANCE.** Officers shall request an ambulance to transport persons with a mental illness only:

- If the person is violent and requires restraint to the extent that he or she must be transported in a recumbent position; or,
- If the person is injured or physically ill and is in need of immediate medical attention.

**Note:** *Los Angeles Fire Department (LAFD) personnel cannot refuse a request for transportation related to this issue. If LAFD personnel refuse to transport a subject, the officers shall request a supervisor to assist with resolving the issue.*

**260.50 ENTERING PSYCHOPATHIC WARD - WEAPONS TO BE CHECKED.** When a person with a mental illness is taken to *any locked psychopathic ward*, the transporting officers shall *secure their weapons* at the Admittance Office, *other approved holding facility, or other location of safety*, before accompanying the person to the Psychopathic Ward.

*Note: Weapons shall include, but are not limited to, firearms, knives, tasers, oc sprays and batons.*

**260.52 PERSON CONFINED IN PSYCHOPATHIC WARD, LOS ANGELES COUNTY - USC MEDICAL CENTER - PROPERTY DISPOSITION.** When a person is confined in the Psychopathic Ward, Los Angeles County-USC Medical Center, his/her personal property shall accompany him/her.

All firearms which are found in the possession of such person shall be taken from him/her and booked into the custody of the Department (Manual Section 4/260.25). Other weapons or articles with which he/she might injure himself/herself or others shall be taken from him/her and released to the deputy sheriff or hospital attendant receiving the person.

**Arrestee to Psychopathic Ward.** When the person to be confined is an arrestee, the deputy sheriff or the hospital attendant receiving the arrestee shall be given the arrestee's personal property and shall be required to sign a Property Receipt, Form 10.03.00.

**Exception:** Firearms shall be booked as "Evidence."

**Non-arrestee to Psychopathic Ward.** When the person to be confined is not an arrestee, officers shall not take custody of his or her personal property. Upon arrival at the Psychopathic Ward, transporting officers shall:

- Release to the attendant any weapons or other articles that have been taken from the person with a mental illness.

**Exception:** Firearms shall be booked as "Evidence" (Manual Section 4/260.25).

- Remain in the presence of the person with a mental illness while he/she is searched by the attendant;
- *Complete the Los Angeles County Department of Mental Health Patient Property Receipt, County Form No. MH-331, and provide it to the hospital staff; and,*
- Obtain a copy of the patient's Property Receipt from the hospital staff and attach it to the Daily Field Activities Report, Form 15.52.00.

**Note:** The transporting officers shall forward any receipts obtained to the Mental Evaluation Unit, Detective Support and Vice Division.

**260.60 APPREHENSION AND TRANSPORTATION ORDER SERVICE.** A State of California Department of Mental *Health* Apprehension and Transportation Order (A&T Order) issued to the Department shall be processed by the Mental Evaluation Unit, Detective Support and Vice Division, and forwarded by teletype to the concerned Area. The concerned Area commanding officer shall ensure that officers are assigned to execute the apprehension and transportation order.

***Note:** If the assigned officers are unsuccessful at executing the A&T Order, the officers shall complete a Missing/Found Persons Investigation, Form 03.16.00, and handle the incident as a critical missing person investigation.*

Officers assigned to apprehend a person named on an apprehension and transportation order shall contact the Mental Evaluation Unit prior to discharging their duties.

**Note:** Section 7325 of the Welfare and Institutions Code requires that the Department, upon receipt of an Apprehension and Transportation Order issued by the State Department of Mental Health, shall apprehend, take into custody and deliver the person named in the order to a place authorized by the State Department of Mental Health.

When practicable, the apprehension of a person with a mental illness, pursuant to an Apprehension and Transportation Order, shall be made during daylight hours.

**Juveniles.** Juveniles shall be transported to a location designated by the Mental Evaluation Unit.

**Adults.** Adults shall be transported to *the originating hospital*, or to the Metropolitan State Hospital, 11401 Bloomfield Avenue, Norwalk, California.

## INCIDENTS INVOLVING PERSONS SUSPECTED OF SUFFERING FROM MENTAL ILLNESS

The purpose of this Field Notebook Divider is to summarize general guidelines when dealing with a person suspected of suffering from a mental illness.

### 5150 Welfare and Institutions Code (WIC)

An Application for a 72- hour Detention for Evaluation and Treatment may be initiated when an officer conducts an assessment of a person believed to be suffering from a mental illness and the officer concludes there is **probable cause to believe** any or all of the following conditions exist:

1. **DANGER TO SELF: Due to a mental disorder,** a person has threatened, attempted, or does physical harm to themselves, or has engaged in behavior, which deliberately or otherwise, has a likely consequence to cause harm to themselves.
2. **DANGER TO OTHERS: Due to a mental disorder,** a person has threatened, attempted, or does harm to others, or has engaged in behavior, which deliberately or otherwise, has a likely consequence to harm others.
3. **GRAVELY DISABLED: Due to a mental disorder,** the person is unable to appropriately provide basic personal needs such as food, clothing, or shelter. This inability must be due to a mental disorder and not merely a lifestyle or personal choice.

**NOTE: Section 5585 WIC is used for juveniles.**

### Conducting an Assessment

In order to determine if a person meets the criteria for an application for an evaluation pursuant to 5150 or 5585 WIC, officers should conduct an assessment of the individual. Questions should be clear, concise, and asked in a calm, non-threatening manner. Officers should take into consideration medications, or lack thereof, when conducting an assessment.

### 5150.05 WIC Available and Relevant Information

When determining if probable cause exists to take a person into custody pursuant to 5150 or 5585 WIC, officers shall consider available relevant information from any mental health provider, or other credible person, including family members or witnesses. The subject's prior mental health history may be taken into consideration, however, it solely would not merit a subsequent involuntary psychiatric hospitalization.

When conducting an assessment of a person suspected of suffering from a mental illness, officers should ask any relevant questions to determine if an application for an evaluation should be initiated. The following suggested questions are provided as a guideline:

- ☐ How are you feeling today?
- ☐ Are you taking any medications? Are you still taking them and what are they? Inspect the medication.
- ☐ Are you hearing voices others can't hear? If so, what are the voices saying to you?
- ☐ Do you want to hurt or kill yourself or someone else?
- ☐ Do you have a history of mental illness? If so, name the clinic or hospital where services have been obtained.
- ☐ Have you ever been admitted into a psychiatric hospital or have you ever been hospitalized for a psychiatric reason?
- ☐ Why were the police called today?
- ☐ How do you care for yourself? (Such as lodging, income, work)
- ☐ Do you have a doctor, counselor, or therapist? (What is his/her name?)
- ☐ What do you plan to do when/if we leave?
- ☐ How is your sleep? How many hours do you sleep?
- ☐ Do you take street drugs? (If yes, what type?)
- ☐ Have you recently suffered a traumatic episode?
- ☐ Have you threatened or attempted to use violence or acted dangerously towards yourself or others?
- ☐ Do you have any family history of mental illness, or suicide attempts?

### Field Encounters

- ☐ **Control and assess the situation**
- ☐ **Officers should handcuff the subject.**  
**LAPD Manual Section 4/217.36**
- ☐ Complete the field interview card.
- ☐ Conduct a Want and Warrant check.
- ☐ Check the AFS (NECS system) for firearms.
- ☐ Interview family, neighbors, and witnesses.
- ☐ Interview the subject.
- ☐ **Notify the MEU at (213) 996-1300.**
- ☐ A SMART Unit will be dispatched if available.
- ☐ If NOT AVAILABLE, a Medical Alert Center Number will be issued.
- ☐ Complete the Application for 72-hour Detention for Evaluation and Treatment Form (MH 302).
- ☐ Transport the subject to the designated facility.
- ☐ Fax and gray mail (Mail Stop 400) a copy of the completed Application Form to (213) 996-1320.

**Note:** Upon request, uniformed officers shall assist the Lanterman-Petris-Short Act designated County Psychiatric Mobile Response Team or the court-designated conservator in the apprehension of persons suffering from a mental illness, or violent mental patients who are being placed on a mental health hold (Manual Section 4/260.20).

### TELEPHONE NUMBERS FOR POLICE USE ONLY

LAPD MEU/SMART (213) 996-1300	MEU FAX (213) 996-1320	
LASD Inmate Reception Center (IRC) (213) 893-5324	LASD Century Regional Detention Facility (CDRF) (323) 568-4506	
Harbor UCLA Medical Center	1000 West Carson Street, Torrance, CA	Psychiatric ER (310) 222-3510
LA County USC Medical Center	1983 Marengo Street, Los Angeles, CA	Psychiatric ER (323) 409-7085
Olive View Medical Center	14445 Olive View Drive, Sylmar, CA	Psychiatric ER (818) 364-4340

18.47.00 (09/11)

## INCIDENTS INVOLVING PERSONS SUSPECTED OF SUFFERING FROM MENTAL ILLNESS

### Arrest and Booking

When a subject is a suspect in a felony crime or high-grade misdemeanor, or the subject has warrants, the criminal matters shall take precedence. The booking for misdemeanor warrants is at the discretion of the Area watch commander. Arrestees suffering from mental illness may be booked at any LAPD jail facility. Brief information concerning the mental illness should be documented in any booking reports and under the Additional heading in the Arrest Report. The MEU is available for advice and assistance in facilitating the transfer of the subject to an LA County Jail Facility. Any questions concerning the arrest, booking, housing, or transfer of an individual suspected of suffering from a mental illness should be directed to the MEU Watch Commander at (213) 996-1300.

### Notifications

When the only reason for detention is the person's suspected mental illness, the MEU **SHALL** be contacted **PRIOR** to transporting an apparently mentally ill person to any health facility or hospital. **Exception:** In those situations where the subject is injured and requires immediate medical treatment, the MEU shall be contacted after the subject is transported to an appropriate medical facility.

When a person with suspected mental illness has been taken into custody for a criminal offense, the MEU **SHALL** be contacted **PRIOR** to the person being booked (Department Manual Section 4/260.20).

Officers who receive information from a mental health professional regarding a potential threat to any person (Tarasoff Notification) shall immediately notify MEU.

### Hospital or Psychiatric Facility Patients

When an LAFD RA unit has transported a person to a medical facility for medical reasons due to a suicide attempt, officers are required to respond to the hospital and conduct an investigation. Officers should also advise the paramedics and the hospital staff that the subject requires a psychiatric evaluation by the hospital mental health staff or LA County Psychiatric Mobile Response Team (PMRT). Officers are not required to remain with the subject until the subject is medically cleared. Officers may be advised by MEU to complete an application for an evaluation.

If a mentally ill person is a patient at any hospital, or secure facility, officers should not remove the subject from that facility. It is the facility staff's responsibility to arrange for the proper security and care for any patient in their facility. Officers may contact the MEU for advice.

### Mandatory Confiscation and Custody of Firearms or Other Dangerous Weapons

Whenever a person who has been detained or apprehended for examination of his or her mental condition, or who is a person described in Sections 8100 or 8103 WIC, is found to own, have in his or her possession, or under his or her control, any firearm whatsoever, or any other deadly weapon, the firearm or other deadly weapon shall be confiscated by any law enforcement agency or peace officer, who shall retain custody of the firearm or other deadly weapon. "Deadly weapon," as used in this section is described in Section 8100 WIC. *A Receipt and Notice of Rights for Confiscated Firearms/Other Deadly Weapons, Form 10.10.05*, shall be issued for any weapons confiscated. *Officers shall telephonically notify the MEU of the seizure of firearms and be guided by the advice of the investigator on duty. (Manual Section 4/260.25)* A copy of any reports associated with the confiscation should be forwarded to the MEU/Case Assessment Management Program (CAMP) Unit, Stop No. 400, as soon as possible.

### Referrals

When a person does not meet the criteria for 5150 WIC, consider providing referral information to the subject and his/her family. If the subject voluntarily wants to receive treatment, refer the subject to a psychiatric ER facility or urgent care center. These locations can be obtained from MEU.

- |                                                                                                                                      |                                                                   |
|--------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|
| <input type="checkbox"/> LA County Mental Health Health/Crisis Help Line (800) 854-7771                                              | <input type="checkbox"/> Autism Society of America (562) 804-5556 |
| <input type="checkbox"/> Mayor Crisis Response Team (213) 978-0697                                                                   | <input type="checkbox"/> Alzheimer's Safe Return (888) 572-8566   |
| <input type="checkbox"/> LA County Suicide Prevention and Survivor Hotline/<br><i>Didi Hirsch 24-hour Crisis Line (877) 727-4747</i> | <input type="checkbox"/> Child Abuse Hotline (800) 540-4000       |
| <input type="checkbox"/> Alzheimer's Association Help Line (800) 660-1993                                                            | <input type="checkbox"/> Elder Abuse Hotline (800) 992-1660       |
|                                                                                                                                      | <input type="checkbox"/> <i>Teen Line (800) 852-8336</i>          |

### Critical Incidents

The MEU should be contacted by the first responding unit at a critical incident, such as a possible barricade, jumper, or other crisis where the psychological status of a subject, witness, or other involved person may be in question. Be prepared to give the MEU Desk the following information if available:

- |                                                           |                                                                                    |
|-----------------------------------------------------------|------------------------------------------------------------------------------------|
| <input type="checkbox"/> Synopsis of situation.           | <input type="checkbox"/> Command post location and telephone number, if available. |
| <input type="checkbox"/> Subject's information, if known. | <input type="checkbox"/> From what direction should the SMART/CAMP team respond?   |
| <input type="checkbox"/> Number of involved persons.      | <input type="checkbox"/> Has Metropolitan Division been contacted?                 |
|                                                           | <i>*Are they responding?</i>                                                       |